

LIBRARIAN II

DEFINITION

Under direction, to perform responsible professional library work as the assistant head librarian of a community library, or the head of special collections, adult or children's services within a regional facility; or to perform advanced technical work within a unit of the Technical Operations Division; and to do related work as required.

TYPICAL TASKS

Assists community branch librarians in planning and directing the activities of a community library; directly supervises adult reference and children's services within the branch; participates in the evaluation, development and maintenance of collection; trains, supervises and evaluates subordinate personnel; personally handles the more difficult and complex reference and reader advisory services; advises supervisor of staff development needs; plans and supervises the operations of a specialty department (e.g., Virginia Room or Business and Technology) which serves as a resource center for the Library System; evaluates and recommends books and materials for addition to special collections; develops and implements special subject indexes, photo archives, etc.; collects and evaluates reference statistics; evaluates and recommends books, periodicals and/or media for addition to adult or children's collections; coordinates adult or children's services within region; prepares indexes or develops special files to make materials more accessible; performs advanced technical work in a specialized program area within Technical Operations; may act for the Program Coordinator in his/her absence; interacts with other Technical and Library Operations personnel to coordinate activities and resolve selection-related problems as they occur; assists in designing and analyzing evaluation samples and surveys; may assist in budget development; interprets and communicates Library policy to staff and general public; promotes and represents Library System before outside groups; conducts and attends staff meetings.

EMPLOYMENT STANDARDS

Graduation from college and a Master's degree from an accredited library school and one year of professional library experience.

Knowledge of professional library science; familiarity with the principles and practices of library administration; general knowledge of statistics and budget preparation; general knowledge of reference sources and material; ability to plan and schedule workload; ability to effectively train and supervise others; ability to promote interest in library services; ability to establish and

maintain effective working relationships with professional and clerical staff and with the general public.

NECESSARY SPECIAL REQUIREMENT

Possession of a certificate issued by the Virginia State Board of Certification of Librarians.

REVISED: October 25, 1982

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